2002-2003 2003-2004

ACCOUNTING & FINANCIAL SERVICES - (TT CODE 8310)

Provides full service budgeting, accounting, and related fiscal services to other state departments, boards, and commissions.

For additional information, contact the Contracted Fiscal Services Section within the Office of Fiscal Services at (916) 376-5237 (CALNET 480-5237).

ADDRESSING SERVICES

Complete addressing services includes creating, maintaining and updating mailing lists for all government agencies as well as providing CASS certification for address verification, standardization, and bar-coding for postal requirements and discounts.

For additional information, contact the Office of State Publishing at (916) 445-5364 or visit our website at www.dgs.ca.gov/osp.

ADMINISTRATIVE HEARINGS - (TT CODE 5110, 5120, 5130)

The Office of Administrative Hearings provides the judicial process that decides appeals by individuals and businesses when a state agency withholds or terminates entitlement to a professional license. Administrative Law Judges conduct these quasi-judicial hearings under the Administrative Procedure Act (APA). Proceedings not covered under the APA are also heard. In addition, OAH provides mediation and/or arbitration services to parties who have a dispute that is the subject of an adjudicative proceeding under the APA. By statute, a Hearing Reporter makes verbatim records of the proceedings and when called upon, prepares a verbatim transcript of the hearing.

- Administrative Law Judge
- Staff Counsel
- Hearing Reporter
- Transcript Rate
- Filing Fee
- Keyhea Filing Fee

For additional information, contact the Office of Administrative Hearings at (916) 445-4926 (CALNET 485-4926).

ADMINISTRATIVE SERVICES

see Human Resources Services

ADVERTISING - CONTRACTS

see Contract Advertising Legal Advice Hourly Services

ADVERTISING IN STATE PUBLICATIONS

see Printing and Publishing Services

ALTERATIONS SERVICE

see Professional Services

ARCHITECTURE, ENGINEERING & CONSTRUCTION SERVICES

see Professional Services Regulation Services

ARCHITECTURAL GRAPHIC SERVICES

see Professional Services

Estimates and consultation available upon request.

Information on costs

available upon request.

Estimates and consultation available upon request.

Information on costs

available upon request.

\$160.00 per hour	\$170.00 per hour
\$ 60.00 per hour	\$ 60.00 per hour
\$ 45.00 per hour	\$ 45.00 per hour
\$ 5.00 per page	\$ 5.00 per page
\$ 60.00 per case	\$ 60.00 per case
\$126.00 per case	\$126.00 per case

2002-2003 2003-2004

ASSET PLANNING & ENHANCEMENT - (TT CODE 2910)

Asset Enhancement

The Asset Planning and Enhancement Branch (AP&E) is available to help identify and assist in the enhancement of the value of state owned property prior to disposition.

Economic Analysis

The AP&E provides Economic Analysis for proposed capital projects. Includes cost estimates, debt service calculations, operations and maintenance costs, break-even points, cash flow requirements, financing alternatives and recommendations for developing capital projects.

Facilities Planning Services/Office Building Planning and Analysis

The AP&E provides professional planning services for the preparation of facility plans and related studies. Services include developing plans for future office space and facility needs, employee forecasting, site selection studies, cost/benefit analysis to guide comparisons of facility lease/purchase, and related cost estimating for new or renovated facilities. The Branch also provides assistance in the preparation of the analysis needed to support BCP's or legislative proposals for office and other support facilities.

Portfolio Management

The AP&E coordinates Regional Planning as it relates to property utilization, studies of underutilized properties, identification of tenants for new state owned or leased facilities, and the inter-relationship among acquisition, leasing, and construction of facilities.

A rental surcharge of .41% in 2002-2003 and .42% in 2003-2004 will apply to leased consolidatable and DGS state-owned space for facilities and transportation planning services in lieu of the hourly rate.

For additional information, contact the Customer Account Management Branch in the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).

AUCTION SERVICES

see Automobile Sales

AUTOMOBILE PURCHASES - (TT CODE 5680)

Contact Office of Fleet Administration, Equipment Coordinator, Inspection Services at (916) 327-2082 (CALNET 467-2082).

AUTOMOBILE RENTAL - (TT CODE 5640)

Short-Term (tripper) and Long-Term (monthly) rentals of passenger-type pool vehicles are available (see SAM Sec. 4182). Contact the nearest Office of Fleet Administration State Garage for rentals.

For additional information, contact the Office of Fleet Administration (OFA), (916) 327-2085 (CALNET 467-2085) or visit the OFA web page at www.ofa.dgs.ca.gov.

AUTOMOBILE RENTAL – CONT'D

SHORT-TERM (TRIPPER)

Sedan, Compact and Subcompact

Estimates available

upon request.

Estimates available upon request.

Estimates available upon request.

Estimates available upon request.

Estimates available upon request.

Estimates available upon request.

\$16.00 per day +\$.20 per mile \$16.00 per day +\$.20 per mile

	2002-2003	2003-2004
Sedan, Intermediate	\$24.00 per day +\$.20 per mile	\$24.00 per day +\$.20 per mile
Pickup Trucks	\$33.00 per day +\$.23 per mile	\$33.00 per day +\$.23 per mile
Station Wagons	\$24.00 per day +\$.20 per mile	\$24.00 per day +\$.20 per mile
Passenger Vans, and Carryalls	\$29.00 per day +\$.23 per mile	\$29.00 per day +\$.23 per mile
Specialty Vehicles	Rates vary by type.	Rates vary by type.
LONG-TERM (MONTHLY)		
Sedan, Compact and Subcompact	\$233.00 per month +\$.20 per mile	\$235.00 per month +\$.20 per mile
Sedan, Intermediate	\$262.00 per month +\$.20 per mile	\$264.00 per month +\$.20 per mile
Pickup Trucks	\$333.00 per month +\$.23 per mile	\$336.00 per month +\$.23 per mile
Station Wagons	\$303.00 per month +\$.20 per mile	\$305.00 per month +\$.20 per mile
Passenger Vans, and Carryalls	\$333.00 per month +\$.23 per mile	\$336.00 per month +\$.23 per mile
4-Wheel Drive	\$452.00 per month +\$.23 per mile	\$456.00 per month +\$.23 per mile
Office Vans Vehicles	\$357.00 per month +\$.23 per mile	\$360.00 per month +\$.23 per mile
Police Vehicles	\$357.00 per month +\$.23 per mile	\$360.00 per month +\$.23 per mile
Specialty Vehicles	Rates vary by type.	Rates vary by type.
 AUTOMOBILE SALES Auction Sales (TT CODE 5690) Vehicle Sales Preparation (TT CODE 5690) 	\$133.00 per vehicle \$133.00 per vehicle	\$135.00 per vehicle \$135.00 per vehicle
For additional information, contact the Office of Fleet Administration's headquarters office, (916) 327-2085, (CALNET 467-2085) or visit OFA's web page at www.ofa.dgs.ca.gov .		
AUTOMOTIVE INSPECTION SERVICE - (TT CODE 5610) A variety of services are provided in regard to equipment purchase, operations, maintenance and repair services. Liaison is maintained with dealers, repair shops and manufactures. Review and approval of vehicle	\$91.00 per vehicle annually.	\$93.00 per vehicle annually.
purchases, new vehicle delivery, repair estimates and surveys are provided. Assistance is also provided in evaluating and development of special equipment designs and specification to meet customer needs. Other services	\$48.00 per hour for special inspections.	\$48.00 per hour for special inspections.
provided include fuel credit cards and emergency roadside assistance. A	Delegation fee rate to	Delegation fee rate to

2002-2003 2003-2004 be determined. be determined. delegation fee to cover basic services including, but not limited to, fuel card, emergency roadside assistance, purchase reviews and other vendor services may be assessed to departments with delegated authority. For additional information, contact the Office of Fleet Administration, Assistant Chief, Inspection Services at (916) 327-2083 (CALNET 467-2083). **AUTOMOTIVE MAINTENANCE SERVICE - (TT CODE 5670)** A variety of preventive maintenance services are provided, including repair and installation of replacement parts, which are available at the nearest Office of Fleet Administration State Garage. Labor Mechanic \$49.00 per hour \$49.00 per hour For additional information, contact the Office of Fleet Administration, Assistant Chief, Garage Operations, at (916) 327-1884 (CALNET 437-1884). BID PROTEST SERVICES - (TT CODE 5830) Resolution of protests on consulting service and services contracts using \$46.00 per hour \$46.00 per hour services of the Hearing Officer. For additional information, contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098). **BUILDING & PROPERTY MANAGEMENT - (TT CODE 3350)** FULL SERVICE: Property management, heating, ventilating, air conditioning, A portion of the A portion of the general maintenance, electrical, painting, carpentry, plumbing, locksmithing standard rental rate standard rental rate and operation services including; janitorial services, grounds maintenance, covers the cost for this covers the cost for this environmental health and safety, industrial hygiene investigations, pest level of service. level of service. abatement, security, fire and life safety, utilities, elevator services and window cleaning. For (1) special services to tenants, such as alterations, which are above or Estimates available Estimates available beyond normal maintenance, and for (2) service to buildings where costs are upon request. upon request. not recovered through rent, the following rate schedule will apply: **Hourly Rates:** Associate Governmental Program Analyst \$56.70 per hour \$58.60 per hour \$59.20 per hour Associate Industrial Hygienist \$56.90 per hour **Building Maintenance Worker** \$38.60 per hour \$40.00 per hour Building Manager I \$61.25 per hour \$63.45 per hour \$65.35 per hour Building Manager II \$63.00 per hour **Building Manager III** \$68.55 per hour \$71.00 per hour Building Manager V \$72.80 per hour \$75.55 per hour Carpenter I \$44.75 per hour \$46.30 per hour Carpenter Supervisor \$49.25 per hour \$50.95 per hour Chief Engineer I \$60.65 per hour \$62.80 per hour **BUILDING & PROPERTY MANAGEMENT** – CONT'D Chief Engineer II \$63.60 per hour \$65.65 per hour Clerical Support \$32.60 per hour \$33.80 per hour

Electrician I

Electrician II

Electrician Supervisor

Electronic Technician

\$48.20 per hour

\$49.50 per hour

\$53.45 per hour

\$44.75 per hour

\$46.55 per hour

\$47.75 per hour

\$51.65 per hour

\$43.25 per hour

	2002-2003	2003-2004
Groundskeeper	\$33.35 per hour	\$34.55 per hour
Janitor Supervisor I	\$29.20 per hour	\$30.30 per hour
Janitor Supervisor II	\$32.10 per hour	\$33.25 per hour
Janitor Supervisor III	\$35.30 per hour	\$36.60 per hour
Janitorial	\$27.85 per hour	\$28.80 per hour
Laborer	\$32.30 per hour	\$33.50 per hour
Lead Groundskeeper	\$36.60 per hour	\$37.90 per hour
Legislative Help	\$26.55 per hour	\$27.50 per hour
Locksmith I	\$44.80 per hour	\$46.35 per hour
Maintenance Mechanic	\$46.40 per hour	\$48.05 per hour
Painter I	\$44.40 per hour	\$45.95 per hour
Painter II	\$45.75 per hour	\$47.40 per hour
Painter Supervisor	\$49.95 per hour	\$51.75 per hour
Plumber I	\$46.55 per hour	\$48.25 per hour
Restoration Work Specialist	\$48.20 per hour	\$49.90 per hour
Service Asst-Maintenance	\$30.15 per hour	\$31.20 per hour
Staff Information Systems Analyst	\$68.55 per hour	\$71.00 per hour
Staff Services Analyst - General	\$41.05 per hour	\$42.55 per hour
Stationary Engineer	\$54.50 per hour	\$56.45 per hour
Stationary Engineer Apprentice	\$39.80 per hour	\$41.30 per hour
Supervising Groundskeeper I	\$42.85 per hour	\$44.30 per hour
Supervising Groundskeeper II	\$43.55 per hour	\$45.10 per hour
Supervisor of Building Trades	\$53.85 per hour	\$55.80 per hour
Tree Maintenance Leadworker	\$43.80 per hour	\$45.50 per hour
Tree Maintenance Worker	\$38.75 per hour	\$40.15 per hour
Warehouse Worker	\$35.00 per hour	\$36.25 per hour
Window Cleaner	\$36.50 per hour	\$37.80 per hour

For additional information regarding building maintenance, contact the Customer Account Management Branch within the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).

BUILDING MANAGEMENT

see Building & Property Management

BUILDING PLANNING AND DESIGN

see Professional Services

BUSINESS CARDS

see Printing and Publishing Services

BUSINESS EQUIPMENT MANAGEMENT

The Business Equipment Management Section manages the Department of General Services' Copier Program, and provides consulting services to agencies on the acquisition of copiers, and duplicating equipment.

- Per copy charge * (TT CODE 6107)
- Per copy charge DGS (TT CODE 6106)
- Consulting (TT CODE 6105)

For additional information, contact the Procurement Division at (916) 375-4553.

BUSINESS FORMS AND STATIONERY

see Printing and Publishing Services

Estimates and	Estimates and
consultation available	consultation available
upon request.	upon request.
\$0.0015 per copy	\$0.0015 per copy
\$0.0027 per copy	\$0.0027 per copy
\$58.00 per hour	\$58.00 per hour

^{*} Assessed against copiers purchased or leased.

CAPITAL PROJECT DELIVERY

see Project Management

CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

see Risk and Insurance Management - First Aid - CPR Training

CARPENTER

see Building & Property Management

CARPET, RUG AND UPHOLSTERY CLEANERS

see Building & Property Management

CIVIL ENGINEERING

see Professional Services

CLAIMS MANAGEMENT

see Project Management

COMMUNICATIONS: ENGINEERING CONSULTANTS

see Telecommunications Division

COMPUTER RECYCLING

see Office Machine Repair Service

COMPUTER REPAIR SERVICES

see Office Machine Repair Service

COMPUTER UPGRADES

see Office Machine Repair Service

CONSTRUCTION SERVICES

see Professional Services

CONTRACT ADVERTISING

The Procurement Division (PD) publishes state contracting opportunities daily on the Internet California State Contracts Register (CSCR). State law requires agencies to advertise their construction and service contracting opportunities of \$5,000 or more and commodity contracts over \$25,000 in the CSCR. Commodity contracts are permissive. Advertising exemptions may be requested based upon legal exemption criteria. CSCR services are available to local government and special districts.

STATE CONTRACTS REGISTER - (TT CODE 6510)

()
Request for Electronic Advertising (0 - 2 week period)
Request for Electronic Advertising (2 - 4 week period)
Request for Electronic Advertising (4 - 6 week period)
Request for Electronic Advertising (6 - 8 week period)
Request for Electronic Advertising (9 - 13 week period)
Request for Post Publishing Changes
Request for Electronic Advertising (Quarterly Ads)
Request for Advertising (STD. Form 815)
Request for Advertising Exemption (STD. Form 821)
Electronic Bid Package - DGS Maintained*
Electronic Bid Package - Addenda**

^{*}The electronic bid package will allow agencies to electronically distribute bid package instructions to bidders from the Internet CSCR.

\$30.00 each	\$30.00 each
\$35.00 each	\$35.00 each
\$40.00 each	\$40.00 each
\$45.00 each	\$45.00 each
\$50.00 each	\$50.00 each
\$40.00 add'1	\$40.00 add'1
\$50.00 each	\$50.00 each
\$41.75 add'1	\$41.75 add'1
\$51.60 each	\$51.60 each
\$60.00 per contract	\$60.00 per contract
\$20.00 per contract	\$20.00 per contract

PRICE 2002-2003 2003-2004

**A \$20.00 addenda rate will be charged if revisions are subsequently made to a bid package.

For additional information, contact the Procurement Divisions at (916) 375-4582.

CONTRACT BID PROTEST SERVICES

see Bid Protest Services

CONTRACTING SERVICES

see Project Management

CONTRACTS AND OTHER DOCUMENTS

Services include:

A. Contract review - (TT CODE 5810)

Includes:

- 1. Assistance and advice for preparing effective bid packages.
- 2. Evaluation of contracts for legal sufficiency.
- 3. Advice for insuring compliance with state policy, and securing approval of the Department of General Services.
- 4. Advice on contracting issues.

B. Extraordinary Contract Review. - (TT CODE 5810)

Contract review which involves complex legal or factual issues may be subject to additional hourly charges. A determination will be made at the OLS Assistant Chief Counsel level whether charges are applied. It will be presumed any contract requiring two hours or more of staff time will be assessed such a charge. Contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098).

CONTRACTS AND OTHER DOCUMENTS - CONT'D

C. Training on contract issues - (TT CODE 5801) Call Office of Legal Services at (916) 376-5098, for course catalog -specialized training is available and can be developed to suit your agency's needs.

For additional information, contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098).

COST ESTIMATING

see Project Management Professional Services

DEFENSIVE DRIVER TRAINING PROGRAM

see Risk and Insurance Management

DESKTOP PUBLISHING SERVICES

see Printing and Publishing Services

DESTRUCTION OF CONFIDENTIAL RECORDS

see Information and Records Management Services

DELIVERY SERVICE

see Mail Services

\$105.00 each	\$109.00 each
\$105.00 each	\$109.00 each
\$105.00 each	\$109.00 each

Various Various

2002-2003 2003-2004

DISASTER INVESTIGATION & EMERGENCY CONSTRUCTION

see Professional Services

DRAFTING SERVICES

see Professional Services

DUPLICATING SERVICE

see Printing and Publishing Services

EGOVERNMENT PLANNING AND ENTERPRISE PROJECT DEVELOPMENT SERVICES

eGovernment Development Services

Provides central eGovernment studies, planning, information technology administration, pilot development, and outreach promoting California's Government to Business (G2B) transactions and services. These efforts are key to establishing the "one-stop" government portal, which benefits all G2B agencies regardless of department size or online activity level.

Enterprise eGovernment Projects

Performs pilot projects in partnership with various state agencies promoting eGovernment.

Application Support

Provides test and development environments for G2B eGovernment pilots as well as application support services specific to the innovative departments piloting online services and transactions.

For more information, contact the Statewide eGovernment Initiatives Office at (916) 263-0265.

EASEMENTS

see Professional Services

ECONOMIC ANALYSIS

see Asset Planning and Enhancement

ELECTRICAL ENGINEERING

see Professional Services

ELEVATORS AND ESCALATORS

see Professional Services

ENERGY

Energy Management – (TT CODE 3110)

Energy Development & Management

Energy Management provides public sector customers with a turn-key solution for energy efficiency and energy conservation projects. This involves project development including; site surveys, preliminary energy audits and feasibility studies, as well as project funding and project approvals, which includes; financial analysis, project implementation-construction, contract administration, and project commissioning.

Energy Technology Services

Energy Technology Services available to state and local government

Estimates and consultation available upon request.

Estimates and consultation available upon request.

PRICE

Estimates and consultation available upon request.

Estimates available upon request.

Estimates available upon request.

Estimates available

Estimates available

2002-2003

2003-2004

include the review of sustainable building practices, Title 24 compliance, new technology and sustainable projects, optimal facility operations, equipment and material specifications, post-installation measurement and verification of energy projects, electrical demand reduction via the Enterprise Energy Management System, and technical and contract

support of third party distributed generation facilities. Energy
Technology sponsors the Energy Policy Advisory
Committee and educates customers on energy conservation
measures via energy fairs.

upon request. upon request.

PRICE

Natural Gas Services (NGS)

Reliable natural gas service is available for public sector facilities at prices that help to stabilize the cost of this volatile commodity. This is the state's largest public sector gas-purchasing program. We obtain competitive bids from private sector gas suppliers for our customers. All necessary purchasing and transportation services are provided, as well as marker information and CPUC representation services. Program costs to public sector members are only 1% of total gas costs, currently \$.0065 per therm delivered.

For additional information, contact Energy Management at (916) 323-8777.

ENGINEERS

see Professional Services
Building & Property Management
Telecommunications Division

ENVELOPES

see Printing and Publishing Services

ENVIRONMENTAL PLANNING SERVICES

see Professional Services

EQUIPMENT REPAIR SERVICES

see Office Machine Repair Service

FACILITIES PLANNING SERVICES/OFFICE BUILDING PLANNING & ANALYSIS

see Asset Planning and Enhancement Project Management

FARM MACHINERY - REPAIR AND SERVICE

For information, contact the Office of Fleet Administration at (916) 327-2082 (CALNET 467-2082).

FIRST AID TRAINING

see Risk and Insurance Management - First Aid - CPR Training

FORMS MANAGEMENT

The Forms Management Center (FMC) offers the following products and services to state agencies:

- State standard forms (STD) available in paper, electronic, and automated formats
- Training classes: 1) Forms Management, 2) Forms Analysis and Design,
 3) Introduction to electronic forms.
- Forms design services to state agencies.

\$.0065/Therm

Estimates available upon request.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

2002-2003 2003-2004

For additional information, visit the FMC website at www.dgs.ca.gov/osp or contact the Office of State Publishing (916) 324-9697 (CALNET 454-9697).

FREIGHT BILL AUDITS

see Purchasing - Transportation Management

GARDENERS

see Building & Property Management

GENERAL SERVICES CHARGE CARDS

Charge cards are obtained by submitting a Form OFA 58, Request for a General Services Charge Card, to the Office of Fleet Administration Headquarters, 802 "Q" Street, Sacramento, CA 95814.

For additional information, contact the Office of Fleet Administration at (916) 327-2086 (CALNET 467-2086).

GRAPHIC DESIGN SERVICES

see Printing and Publishing Services (<u>www.dgs.ca.gov/osp</u>)
Professional Services

HANDICAP COMPLIANCE REVIEW

see Regulation Services Professional Services

HEARING OFFICER SERVICES

Resolution of protests pursuant to PCC 10343 and 10376 on consulting service and services contracts using services of the Hearing Officer. Special arrangements can be made for hearing officer to hear and decide other types of protests and other contract related matters.

For additional information, contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098).

HUMAN RESOURCES SERVICES - (TT CODE 8210)

Provides a full range of human resources services to various boards and commissions on a reimbursable basis. The services include: position classification, recruitment, examining, salary administration, payroll documentation, grievance handling, workers' compensation consulting, labor relations consulting, and performance consultation. These services are especially helpful to newly established boards and commissions.

Hourly Rates:

Word Processing Technician
Personnel Specialist
Sr. Personnel Specialist
Personnel Supervisor I
Personnel Supervisor II
Associate Personnel Analyst
Career Supervisory Assignment III

For additional information, contact the Office of Human Resources at (916) 376-5412 (CALNET 480-5412).

Generally, no charge will be made. Generally, no charge will be made.

\$46.00 per hour \$46.00 per hour

\$41.60 per hour \$41.60 per hour \$48.60 per hour \$48.60 per hour \$50.00 per hour \$50.00 per hour \$50.00 per hour \$52.00 per hour \$52.00 per hour \$60.80 per hour \$66.50 per hour \$66.50 per hour

2002-2003

2003-2004

INI	OR	MATION & RECORDS MANAGEMENT SERVICES		
		Evaluate microfilm/optical disk applications and review government-wide purchase of document imaging equipment.	\$0.28 per cu. ft./year of all records owned by an agency.	\$0.29 per cu. ft./year of all records owned by an agency.
	2.	Review agencies' records management programs and provide consultation and training in records programs.		
	3.	Records management consultants are available through Master Service Agreements (MSA). MSA provides for evaluation of records management programs by pre-qualified contractors. State agencies, cities, counties, special districts, and public education institutions may use this contract.		
		or additional information, contact the Procurement Division at 16) 375-4398.		
	Ol	ecords Center Services - (TT CODE 6240) perate records centers for the economical storage of records which must be rained, but which need not be kept in high cost office areas.		
		ovide vault facilities for the permanent storage of the state's vital or essential cords in case of a disaster (microfilm copies only).		
	1.	Storage of Records in Records Centers		
		The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center.	\$3.52 per cu. ft. per year	\$3.54 per cu. ft. per year
	2.	Surcharge for Long-Term Records	\$1.01 per cu. ft. per year	\$1.02 per cu. ft. per year
		In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives.		
	3.	Offsite Storage of Essential Records This annual service charge covers delivery, storage, and retrieval of essential records, which are maintained in a controlled environment.	\$28.94 per cu. ft. per year	\$29.43 per cu. ft. per year
		estruction Center Services - (TT CODE 6241) Destruction of Confidential Records This service charge covers the cost of shredding confidential paper documents by state personnel.	\$0.08 per pound	\$0.08 per pound
	2.	Destruction of Confidential Plastics Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials.	\$0.30 per pound	\$0.30 per pound
		or additional information, contact the Procurement Division at 16) 375-6760.		
INS		ANCE e Risk and Insurance Management		
TA III		CENICS NAAT O MECCENICED CEDSTCEC		

INTERAGENCY MAIL & MESSENGER SERVICES

PRICE

see Mail Services

INTERNET SERVICES

Home page design and maintenance, on-line publication preparation and delivery, data collection services, information and digital publication storage, on-line document and information transfer.

For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp

INTERIOR DESIGN CONSULTING SERVICES

see Professional Services

JANITORIAL SERVICES

see Building & Property Management

LABORATORY BUILDING PROGRAM

see Project Management

LAND ACQUISITION

see Professional Services

LAND INDEX

see Professional Services

LAND SALES

see Professional Services

LANDSCAPE ARCHITECTURE

see Professional Services

LEASING

• Automobile - See Automobile Rental

• Office and Warehouse Space - See Professional Services

LEGAL ADVICE HOURLY SERVICES - (TT CODE 5820)

Legal services to the Department of General Services, the Department of Finance, and various boards and commissions, which includes giving legal advice on new and ongoing programs; the advocacy of the department's position in a wide variety of situations; the issuing of opinions, and the drafting and reviewing of legal documents. Also, bid protest matters or specifically contracted arrangements with the state agencies. For other services, see Bid Protest Services and Contracts and Other Documents.

For additional information, contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098).

LEGAL SERVICES

see Legal Advice Hourly Services

LEGISLATIVE CODES

see Publications Sales

LOCKSMITH SERVICES

see Building & Property Management

MACHINE REPAIR

Estimates and consultation available upon request.

2002-2003

Estimates and consultation available upon request.

2003-2004

\$124.00 per hour

\$124.00 per hour

see Office Machine Repair Service

MAIL SERVICES

Mail Services

Provides complete mailing services, including custom labeling, pressure sensitive or paper labels, CASS certification and bar-coding of documents. Mail Merge is also available. Service includes handling of all incoming and outgoing U.S. Mail, collating, inserting and variable data, UPS and related mail services that include:

- 1. First Class, presorted
- 2. Standard mail
- 3. Special handling
- 4. Consolidation
- 5. UPS

For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Interagency Mail and Messenger Services

Service includes pickup and delivery of mail for state offices only within the greater Sacramento area.

For additional information, contact the Office of State Publishing at (916) 327-5203 (CALNET 467-5203) or visit our website at www.dgs.ca.gov/osp.

Shipping and Receiving Services

Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. Multiple drop shipments to various locations.

For additional information, contact the Office of State Publishing at (916) 322-1010 (CALNET 492-1010).

MESSENGER SERVICES

see Mail Services

MOVING STATE AND HOUSEHOLD GOODS - (TT CODE 6213)

For assistance and information concerning the transportation of state-owned goods, or employee and office moves, call the Procurement Division (916) 928-5841.

see Purchasing - Transportation Management

NATURAL GAS PROCUREMENT

see Energy Management

OFFICE AND WAREHOUSE SPACE

see Professional Services

OFFICE BUILDINGS - ALTERATION SERVICES

see Professional Services

OFFICE BUILDING PLANNING & ANALYSIS/FACILITIES PLANNING

Estimates and consultation available upon request.

2002-2003

Estimates and consultation available upon request.

2003-2004

Estimates and consultation available upon request.

Estimates available upon request.

Estimates available upon request.

2002-2003 2003-2004

PRICE

SERVICES

see Asset Planning and Enhancement

OFFICE EQUIPMENT REPAIR SERVICES

see Office Machine Repair Service

OFFICE FURNITURE AND MACHINES

see Property Reutilization Services Purchasing

OFFICE MACHINE REPAIR-IT SERVICE - (TT CODE 6140)

Office Machine Repair-IT Service (OMRS) offers expert repair and maintenance of state-owned and local agency-owned office equipment which includes personal computers, data printers, local area networks (LANs), facsimile (fax), word processors, typewriters, calculators and dictation equipment. OMRS also provides upgrades on computers allowing you to use the latest software. OMRS has shops and sub-shops located throughout California to better meet your service needs.

For service, call:

Northern California (916) 227-2309 (CALNET 498-2309) Southern California (714) 449-5951 (CALNET 666-5951)

• Time & Material Hourly Rate

• Annual Contract Rate (parts included)
Contact Procurement Division for rate information at (916) 323-3237
(CALNET 473-3237).

Facsimile (FAX) machines

Service is available on FAX machines on yearly maintenance contracts or on a time and material basis. Annual maintenance costs will vary according to model and type of FAX equipment. Contact Area Supervisor for additional information.

For additional information, contact the Procurement Division's Office Machine Repair Service at (916) 323-3237 (CALNET 473-3237).

ON-LINE PUBLISHING SERVICES

see Printing and Publishing Services

PAINTING

see Building & Property Management

PARKING - DEVELOPMENT AND FEASIBILITY STUDIES

see Asset Planning & Enhancement Project Management

PARKING - SPACE RENTAL - (TT CODE 5660)

The Office of Fleet Administration administers state vehicle and employee parking in major urban areas.

For additional information, contact the Office of Fleet Administration's Employee Parking Unit at (916) 327-2102 (CALNET 467-2102).

PERSONNEL - CONTRACTED SERVICES

see Human Resources Services

\$75.00 per hour Negotiated Rate

\$75.00 per hour Negotiated Rate

\$75.00 per hour

\$75.00 per hour

PLUMBING SERVICES

see Building & Property Management

POLICE SERVICES

Effective July 1, 1995, responsibility for police service for the protection of state employees and property, and visitors on state property was transferred to the California Highway Patrol (CHP).

For additional information, contact the California Highway Patrol.

PRINT ON DEMAND SERVICES

see Printing and Publishing Services

PRINTING AND PUBLISHING SERVICES

The Office of State Publishing (OSP) provides a wide range of innovative printing services, which include but are not limited to the following services:

Advertising in State Publications

When printing at OSP, State agencies may include advertising in their publications. OSP provides the publishing representative and administrative management services that will solicit the advertising companies, generate, record and reimburse advertising revenue to your agency.

To find out how OSP can save you money and reduce your print expenses please contact the Office of State Publishing at (916) 323-5098 or 866-824-0603 or visit our website at www.dgs.ca.gov/osp.

Business Cards

Full color, single color and custom cards available through electronic and traditional ordering. See samples of the full color business cards on the internet at www.dgs.ca.gov/osp. Contact the Office of State Publishing at (916) 322-2629 (CALNET 492-2629).

- Black onto full color preprinted shells
- Single color
- Custom cards

Business Forms and Stationery

Continuous feed, snap-outs, roll to roll and electronic forms. Letterheads, memorandums and envelopes. Contact the Office of State Publishing at (916) 322-2629 (CALNET 492-2629).

Desktop Publishing Services

Typesetting, proofreading, scanning, color correction, file transfers, color proofing, and electronic imposition.

For additional information contact the Office of State Publishing at (916) 445-5391 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.

Fulfillment Services

Maintains, reviews, develops, publishes and disseminates administrative publications including the State Administrative Manual (SAM); revisions to SAM and Management Memos; and the California Regulatory Notice Register.

- SAM Binders
- Annual SAM Revision Subscription, including Management Memo

\$36.00 per box (400) \$30.00 per box (400) Varies

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Varies

Estimates and consultation available upon request.

Estimates and consultation available upon request.

\$36.00 per box (400)

\$30.00 per box (400)

\$28.00 each \$28.00 each \$120.00 per year \$120.00 per year

	2002-2003	2003-2004
 Complete SAM California Regulatory Notice Register (Subscription) California Regulatory Notice Register (Single Issues – Regular) California Regulatory Notice Register (Rulemaking Calendar Issue) California Regulatory Notice Register (Annual Index) 	\$241.00 per copy \$440.00 per subscription \$10.00 each \$60.00 each \$20.00 each	\$241.00 per copy \$440.00 per subscription \$10.00 each \$60.00 each \$20.00 each
Fulfillment Services is responsible for the Peace Officer Standards and Training (POST) products and services. Fulfillment Services is also responsible for order processing and distribution of the DPA Bargaining Unit Contract. For information about POST or DPA products or to order the training workbooks and accompanying videos, please call 1-800-962-4916.		
For additional information regarding SAM and Notice Register subscription, contact the Office of State Publishing at (916) 445-5391 (CALNET 485-5391).		
Graphic Design Services Blending principles of visual communication and creative conceptualization with research, we develop the best graphic communication strategy to meet each customer's unique marketing needs.	Estimates and consultation available upon request.	Estimates and consultation available upon request.
For additional information or to set up a consultation contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp.		
Mail Merge Services Documents can be produced that combine standard text with lists of unique information, including form letters, mailing labels, and addressed envelopes.	\$138.00 per hour	\$138.00 per hour
For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit the OSP website at www.dgs.ca.gov/osp .		
On-line Publishing Services Full service multi-media publishing on the Internet, CD ROM and disk. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860.	Estimates and consultation available upon request.	Estimates and consultation available upon request.
Print on Demand Services Digital processing on demand printing, and in-line roll to roll preprinted just in time imprinting finishing services. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp .	Estimates and consultation available upon request.	Estimates and consultation available upon request.
Printing Procurement Procurement assistance with large and complex commercial orders produces outside the state printing plant that are competitively bid and project managed through this unit. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp .	Estimates and consultation available upon request.	Estimates and consultation available upon request.
Printing Publications Brochures, newsletters, bulletins, catalogs, instructional manuals, booklets, magazines and others. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit our website at www.dgs.ca.gov/osp .	Estimates and consultation available upon request.	Estimates and consultation available upon request.
Printing & Publishing Education Workshops Customer workshops are offered to help assure efficient preparation and processing of publishing projects. Classes include Mailpiece Design	As published	As published

processing of publishing projects. Classes include Mailpiece Design,

Preparing Your Files for Desktop Publishing, Paper Basics, Advertising in State Publications, Forms Management, Forms Analysis and Design, and Introduction to Electronic Forms.

For additional information, contact the Office of State Publishing at (916) 322-5098 (CALNET 473-5098) or visit the OSP website at www.dgs.ca.gov/osp.

PRINTING PROCUREMENT

see Printing and Publishing Services

PROCUREMENT AND PROCUREMENT PROCEDURES

see Purchasing

PROFESSIONAL SERVICES

Design Services* - (TT CODE 2820):

Architecture and Engineering Project Management - Basic Svcs.

Development of program budget plans, schematic plans, preliminary plans, working drawings, specifications, cost estimates for Capital Outlay Construction Projects and A&E Services during construction; other design services, i.e. construction, feasibility studies and pre-architectural programming.

Architectural Graphic Services

Architectural/engineering models; architectural and site signage; architectural photography; renderings; exhibit design.

Architectural Design

Development of plans, elevations, sections, and other graphics as needed, as well as outlining specifications describing the type of construction, occupancy, building materials, and special features required to meet the facility program requirements of the client.

Civil Engineering

Site development work including site grading; road, parking, and yard paving; drainage systems; water supply, treatment, and conveyance facilities; waste water collection, treatment, and disposal facilities; studies and reports.

Cost Engineering

Preparation of construction cost estimates for various phases of project development. Value engineering analysis. Life cycle cost analysis. Verification and review of estimates prepared by other agencies and private consultants.

Electrical Engineering

Special studies and reports; preparation of plans and specifications for power distribution systems, substations, illuminations, communication systems, fire/life safety systems, electric power generation, computer power, security surveillance systems; field investigation and surveys

Landscape Architecture

Provide site surveys, program and cost information, design consultation and plan checking services to enhance aesthetic and functional aspects and minimize maintenance problems of site development; develop budget \$99.00 per hour \$99.00 per hour

Various – Estimates and consultation available upon request.

2002-2003

Various – Estimates and consultation available upon request.

2003-2004

\$99.00 per hour

	SERVICE		PRICE
	11 1	2002-2003	2003-2004
	level, design development, construction documents and construction support services.		
	Mechanical Engineering Preparation of special studies, plans and specifications for heating, ventilation, air conditioning, refrigeration, plumbing, chiller and steam generating plants and mechanical distribution systems; computer calculations and data analysis.	\$99.00 per hour	\$99.00 per hour
	Plan Review A review of construction documents for conformance to Title 24, including schematic design and preliminary plans, critique constructibility, ADA, energy compliance, along with good design practices.	\$99.00 per hour	\$99.00 per hour
	Space Planning (TT CODE 2810) Space Planning: layout, design, preparation of specifications and drawings, and building review as necessary for initial arrangements of new premises, expansion and/or alterations of existing space, and build-to-suit projects.	\$83.00 per hour	\$82.00 per hour
	Space Programming (TT CODE 2810) Determine program and service space needs; physical and functional relationships; cost and time estimates for construction.	\$83.00 per hour	\$82.00 per hour
	Structural Engineering Preparation of structural calculations and drawings for new state buildings. Provide structural studies and reports on existing buildings where structural problems may arise or where upgrading is anticipated.	\$99.00 per hour	\$99.00 per hour
	Toxic and Hazardous Waste Management Programs Asbestos abatement, underground storage tank and PCB-contaminated equipment surveys; remedial plans and specifications; remedial construction work; inspection and certification. Maintains a data base of all state-owned facilities with asbestos.	\$99.00 per hour	\$99.00 per hour
ned	Seismic Retrofit Provide structural evaluations of buildings including recommendations for retrofit solutions, manage the retrofit process from design through construction, maintain a database on the structural status of all state buildings.	\$99.00 per hour	\$99.00 per hour
	Vault Services Provides storage of building design and construction plans. Services include records management, storage, duplication and maintenance.	Cost available upor request.	Cost available upon request.
Ви .16	ncluded in cost estimates is the Procurement Division's, Office of Small siness and Disabled Veteran Business Enterprise Services surcharge of 5% in 2002-2003 and 17% 2003-2004 on the dollar value of construction d private architectural and engineering contract awards.		
Co	Construction Services*: Construction Supervision Provision of on-site inspection, contract administration, and/or construction management services through the direct assignment of a Construction Supervisor or Inspector to each project during construction period	\$87.00 per hour	\$86.00 per hour

period.

owned

2002-2003 2003-2004

Direct Construction

Direct accomplishment of construction work as follows: Emergency work necessary to prevent damage to state property or to correct unsafe conditions endangering life or property; construction work necessary to complete project on timely basis; work for which no bids are received or excessive bids prevent awarding contract; construction work necessary to complete defaulted contract; construction work unsuitable for bidding due to undefined scope or working conditions, or interference with vital state operations, or otherwise in the best interest of the state.

*Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .16% in 2002-2003 and .17% 2003-2004 on the dollar value of construction and private architectural and engineering contract awards.

Environmental Planning Services - (TT CODE 2799)

Provides assistance to all departments, boards, and commissions in conducting environmental planning, special studies (preliminary site Assessments, site suitability, etc.), and the preparation of environmental documents required by the California Environmental Quality Act and National Environmental Policy Act. Provides both experienced staff in the preparation of environmental documents and the availability of professional consultant services for larger and/or complex projects. Environmental planning consultants are maintained under master and

Retainer contracts to provide a broad range of planning services. Also offers project management assistance in obtaining permits for various state and federal environmental protection laws, such as the California **Endangered Species** Act.

Real Estate Services - (TT CODE 2910):

Leasing Services

- 1. Site survey and search, solicitation, evaluation of available properties, preparation of bid packages, conduct competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase, and ongoing lease management.*
 - * If there are substantial changes in program scope which require extensive replanning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.
- 2. Build to suit facilities: Hourly leasing services as outlined in 1. above, obtaining assignable options, and zoning coordination.
- 3. Hourly leasing services, which include client document review, land lease, parking, telecommunication sites and special studies.
- 4. Modular Buildings and Mobile Units leasing services: Hourly leasing services as outlined in 1. above will apply if the state lease provides an equity position or option to purchase at anytime during the lease term.

Real Estate Services

Complete services available for site selection, appraisal, appraisal review, acquisition, condemnation, relocation assistance, property management, and sale and leasing of some surplus properties.

Prevailing wage plus	Prevailing wage plus
administrative cost.	administrative cost.

Estimates available upon request.

Estimates available upon request.

1.53% of monthly rent.

1.58% of monthly rent.

\$92.00 per hour

\$94.00 per hour

2002-2003 2003-2004

Statewide Property Inventory (SPI) - (TT CODE 2910):

An inventory of all state proprietary land holdings and DGS managed leases is maintained and available for reference. The highway operating right of way and airspace for the Department of Transportation is exempt from being included in the SPI. Agencies are accessed an annual per record surcharge for maintenance of the inventory system.

\$1.43 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research. \$1.43 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.

Other Services:

Special Studies, existing facilities studies and evaluation, architectural programming (infra-structure, State Fire Marshal and ADA compliance), site suitability reports, soil investigations and contract administration. Word processing, project analysis, contract management, and document retrieval.

For additional information, contact the Customer Account Mgmt. Branch in the Real Estate Services Div. at (916) 376-1800 (CALNET 480-1800).

PROJECT MANAGEMENT - (TT CODE 2310)

Provides project management services for various types of construction projects. It provides consulting services for scheduling and estimating the cost of construction of capital outlay projects and manages the preparation of budget packages for capital outlay projects. It also provides management services for plan preparation (architectural services) and construction management. Details of these services are listed below:

Estimates available upon request.

Estimates available upon request.

Capital Project Delivery:

PMB provides consultation on the various methods of Capital Project Delivery. Includes such items as the capital outlay process, design-build process, bond financing, joint powers authorities projects, and federal-state funded projects.

Estimates available upon request.

Estimates available upon request.

Claims Management:

PMB provides consultation on the methods to avoid costly claims on construction contracts. PMB is also available to consult on the resolution of claims.

Estimates available upon request.

Estimates available upon request.

Contracting Services:

PMB provides services related to the process for contracting for professional services, service agreements, memorandum of understandings, interagency agreements, and construction contracts.

Estimates available upon request.

Estimates available upon request.

Cost Estimating:

PMB provides cost estimating services for facilities plans, environmental planning assessments, design and construction of new construction and renovations for buildings and infrastructure projects, cash flow projections, review of consultant or contractor-prepared cost estimates. All levels of cost estimates are available, including conceptual estimate, schematic design estimate, design development, construction document estimate, change order estimate and claims analysis.

Estimates available upon request.

Estimates available upon request.

Project Scheduling:

The PMB provides computerized scheduling services for planning, design and construction of capital projects. Schedules include bar chart schedules, critical path method (CPM) schedules, resource allocation schedules and cash flow reports.

Estimates available upon request.

Estimates available upon request.

2002-2003

PRICE

2003-2004

Remodeling:

The PMB provides consultation on the planning, financing, phasing, scheduling, design and construction of major remodeling projects.

For additional information, contact the Customer Account Management Branch in the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).

PROJECT SCHEDULING

see Project Management Professional Services

PROPERTY ACQUISITION

see Professional Services

PROPERTY INVENTORY

see Professional Services

PROPERTY REUTILIZATION SERVICES - (TT CODE 6220, 6221)

Ensures maximum utilization of surplus personal property and equipment. Services include buying, selling, trading, renting, and emergency loan of equipment. Surplus federal and state property is available. Public sales are held for the disposal of state property only.

For additional information, contact the Procurement Division in Sacramento (916) 928-4630 or in the Fullerton area (714) 449-5900 (CALNET 666-5900).

PUBLICATIONS SALES - (TT CODE 6210)

For listing of titles and prices, see the Publications Catalog available from the Procurement Division, Publications Unit, (916) 928-5812.

PUBLICATIONS - TELEPHONE DIRECTORY

see Telecommunications Division

PURCHASING

Purchase Order Issuance - (TT CODE 6040)

Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. For information contact Procurement Division at (916) 375-4465 (CALNET 480-4465).

Small Purchase Credit Card (CAL-Card) - (TT CODE 6116)

Credit card vehicle for customers to make numerous routine, small purchases while avoiding costs for hard copy processing and late payment fees. For information contact Procurement Division at (916) 375-4581 (CALNET 480-4581).

Emergency Authorization to Exceed Monetary Subpurchase Order Limit (Form 42) - (TT CODE 6040)

Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4465 (CALNET 480-4465).

Contracts - (TT CODE 6040)

Issuance of contracts for use by state agencies in obtaining materials directly

upon request.

Estimates available

Estimates available upon request.

1.93% of value of order, maximum of \$7,500.*

2.07% of value of order, maximum of \$7,500.*

No fee to customer

No fee to customer

1.93% of value of order, maximum of \$7,500.*

2.07% of value of order, maximum of \$7,500.*

1.93% of value of order, maximum of \$7,500.*

2.07% of value of order, maximum of \$7,500.*

from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at (916) 375-4441 (CALNET 480-4441).

(916) 375-4441 (CALNET 480-4441).

Information Technology (IT) and Telecommunications Purchase Orders and

Contracts for Equipment, Software or Services -

(TT CODE 6040)

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at a separate rate. For information contact Procurement Division at (916) 375-4485 (CALNET 480-4485).

Delegated Procurements Including Purchases Under State Price Schedule - (TT CODE 6040)

Charge for management and audit of delegated procurements made directly by agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4349 (CALNET 480-4349).

Master Purchase/Rental/Service Agreement - (TT CODE 6040)

Issuance of master agreements for use by state agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at (916) 375-4441 (CALNET 480-4441).

California Multiple Award Schedule (CMAS) - (TT CODE 6040)

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For additional information, contact the Procurement Division at (916) 375-4441 (CALNET 480-4441).

IT and Telecommunications Contract Review - (TT CODE 6040)

Review and approval of Standard Form 2's and Interagency Agreements initiated by state agencies. For information contact Procurement Division at (916) 375-4485.

Financing Procurement - (TT CODE 6040)

Low interest, lease/purchase financing option for major acquisitions.

For additional information on loans, contact the GS \$Mart within the Procurement Division at (916) 375-4617.

IT Hourly Rate - (TT CODE 6120)

For additional information, contact the Procurement Division at (916) 324-2249 (CALNET 454-2249).

These rates also fund Small Business and Disabled Veterans Business Enterprise services. 1.93% of value of order, maximum of \$35,000.

2002-2003

2.07% of value of order, maximum of \$35,000.*

2003-2004

1.93% of value of order.*

2.07% of value of order.*

1.93% of value of order.*

2.07% of value of order.*

1.93% of value of 2.0 order.*

2.07% of value of order.*

\$76.00 per hour.

\$77.00 per hour.

This service is provided by the fee assessed on the contract.

This service is provided by the fee assessed on the contract.

\$76.00 per hour.

\$77.00 per hour.

This fee is waived when the CMAS supplier is a small business.

PURCHASING - RECYCLED PRODUCTS The Procurement Division provides information regarding specifications and

sources of supply for purchases of products made all or in part from recycled materials. For additional information, contact the Procurement Division at (916) 375-4481.

PURCHASING - SUPPLIER BASE MANAGEMENT - (TT CODE 6110, 6120)

Supplier performance evaluation and report cards. For supplier information contract Procurement Division Supplier Base Management Hotline (916) 323-5357 (CALNET 473-5357). For product information, contact the Procurement Division, Technical Services at (916) 375-4458.

This service is provided by the fee assessed on the contract.

2002-2003

This service is provided by the fee assessed on the contract.

2003-2004

PURCHASING - TRANSPORTATION MANAGEMENT - (TT CODE 6213)

General freight bill and personal property moving bill audit, master moving contract services. For additional information, contact the Procurement Division at (916) 928-5841.

1.9% of value of bill audited.

1.9% of value of bill audited.

RADIO ENGINEERING AND MAINTENANCE

see Telecommunications Division

REAL ESTATE SERVICES

see Professional Services

RECORDS MANAGEMENT SERVICES

see Information and Records Management Services

REGULATION SERVICES*

Access Compliance:

Review construction plans and specifications for all state funded buildings and facilities. Review is required prior to entering into a construction contract and is necessary to assure compliance with state accessibility requirements for persons with disabilities.

.02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

.02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

- Review construction plans and specifications for public schools, community colleges, and universities that are funded by any California city, county, or special district. Review is necessary to assure compliance with state accessibility requirements for persons with disabilities.
- .02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

.02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million. (Minimum Fee \$200.00)

Provide plan review and code analysis consulting services as required by local agencies and design professionals.

Estimates available upon Estimates available request.

upon request.

Publish training manuals and provide accessibility seminars.

Estimates available upon request.

Estimates available upon request.

Fire & Life Safety:

Review plans and specifications for the construction of public schools and

Fees for these services

Fees for these services

SERVICE	PRICE	
	2002-2003	2003-2004
universities and state owned/occupied essential services buildings for compliance with the California State Fire Marshal's building standards (authority: California Health and Safety Code). Compliance analysis includes the application of national standards for fire related appliances, systems, and equipment. Review also includes analysis for non-building fire protection measures related to site access, on-site fire emergency roads, fire hydrants, and water fire flow systems. Authority extends to all accessory buildings and structures owned or occupied by the school district.	are included in the Structural Safety rate structure.	are included in the Structural Safety rate structure.
Historical Building Safety Review: (TT CODE 2800) Review plans and specifications for all state historical buildings to assure compliance with State Historical Building Code.	Estimates available upon request.	Estimates available upon request.
For additional information contract the Division of the State Architect at (916) 445-8100 (CALNET 454-5800.)		
Structural Safety:		
 Review plans and specifications and inspect school building construction to assure structural safety as defined in the "Field Act". 	0.7% of the first \$1.0 million in construction value or \$7,000 PLUS .5% of the construction value exceeding \$1.0 million. (Minimum Fee \$250.00)	0.7% of the first \$1.0 million in construction value or \$7,000 PLUS .5% of the construction value exceeding \$1.0 million. (Minimum Fee \$250.00)
 Review plans and specifications and inspect essential services building construction to assure structural safety as defined in the "Essential Services Building Act". This fee includes a charge for Access Compliance review services. 	1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million. (Minimum Fee \$250.00)	1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million. (Minimum Fee \$250.00)
 Examine and report on the structural safety of such buildings, including previously constructed California public school buildings. 	\$98.00 per hour	\$98.00 per hour
*Included in cost estimates is the Procurement Division's, Office of Small Business and Disabled Veteran Business Enterprise Services surcharge of .16% in 2002-2003 and .17% 2003-2004 on the dollar value of construction and private architectural and engineering contract awards.		
For additional information contract the Division of the State Architect at (916) 445-8100 (CALNET 454-5800).		
REMODELING see Project Management		
RENT		
Rent for all multiple-tenant General Services' Buildings:		
Office Space	\$1.85/month per sq. ft.	\$1.94/month per sq. ft.
Storage Area	\$0.46/month per sq. ft.	\$0.49/month per sq. ft.
The following buildings have individual rates:		

Attorney General - 1300 I Street, Sacramento

Riverside Tower - 3737 Main Street, Riverside

\$2.07/month per sq.

\$2.52/month per sq. ft.

\$2.07/month per sq. ft. \$2.52/month per sq. ft.

	2002-2003	2003-2004
 San Francisco Civic Center - 544 Golden Gate Avenue, S.F. - 350 McAllister Street, S.F. 	\$3.42/month per sq. ft.	\$3.42/month per sq. ft.
 Elihu Harris - 1515 Clay Street, Oakland Junipero Serra - 320 West 4th Street, Los Angeles San Diego Mission Valley – 7575 Metropolitan Drive, San Diego East End, Sacramento 	\$3.03/month per sq. ft. \$2.05/month per sq. ft. \$2.09/month per sq. ft. To Be Determined	\$3.03/month per sq. ft. \$2.05/month per sq. ft. \$2.09/month per sq. ft. To Be Determined
For additional information, contact the Customer Account Management Branch within the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).		
see Building & Property Management		
RISK AND INSURANCE MANAGEMENT		
Defensive Driver Training - (TT CODE 5720)		
The Defensive Driver Training Program is designed as a catalyst to stimulate		
drivers to think in terms of managing their risks in order to avoid or reduce the severity of accidents. (Rates apply to non-state agencies only.)		
Courses offered include:		
 Defensive Driver Classroom Training 	\$20.00 per student	\$20.00 per student
2. Van Driver Pool Classroom Training	Available upon request.	Available upon request.
3. Behind-the-Wheel Training	Available upon request.	Available upon request.
4. One-on-One Behind-the-Wheel Training	Available upon request.	Available upon request.
For additional information, contact the Office of Risk and Insurance Management, CALL (916) 376-5311 (CALNET 480-5311).		
First Aid-CPR Training - (TT CODE 5750) This First Aid-CPR Training Program provides emergency care courses to meet medical emergencies. Courses offered include:		
Basic 5.0 Medic First AidO/CPR- an 8 hour, video-based class featuring instructor-supervised, hands-on practice of the Essential and Secondary Skills of Adult Patient Care.	\$57.00 per student	\$57.00 per student
Basic 5.0 Medic First AidÒ/CPR with Child/Infant Supplement – an 8 hour course including the adult Basic 5.0 PLUS training on the appropriate skills for care of infants and children emphasizing prevention strategies and emergency care.	\$57.00 per student	\$57.00 per student
CPR Recertification – a 4 hour review of Basic 5.0 Medic First Aid ®/CPR	\$29.00 per student	\$29.00 per student
Automated External Defibrillator (AED) – (Must have current Basic 5.0	\$29.00 per student	\$29.00 per student
certification) a 4- hour course using video scenarios, in-class instructor	\$29.00 per student	\$29.00 per student
demonstrations, hands-on practice featuring an overview of ventricular		
fibrillation and the use of defibrillators, guidelines for developing an		
Emergency Response Plan, a CPR review, a review of the ABCD's of		
patient care and AED maintenance.		
Basic 5.0 Medic First AidÒ/CPR with AED Supplement – an 8 hour	\$57.00 per student	\$57.00 per student
course including the adult Basic 5.0 PLUS AED training listed above.	ψ57.00 per student	φοτίου per student
For additional information, contact the Office of Risk and Insurance		
Management at(916) 376-5309 (CALNET 480-5309).		
Hazardous Contract Review – (TT CODE 5710)	\$42.50 per contract	\$42.50 per contract

2002-2003 2003-2004 In addition to reviewing hazardous contracts to ensure that insurance certificates meet contract language, the Office of Risk and Insurance Management assists agencies by recommending appropriate insurance language for contracts prior to the contract being let. For additional information, contact the Office of Risk and Insurance Management at (916) 376-5313 (CALNET 480-5313). **Insurance Procurement - (TT CODE 5710)** 8.5% of premium 8.5% of premium Commercial insurance is purchased to protect state property or to protect from tort liability required by specific statute or contractual agreement. Included in purchasing is policy administration for term of the policy; administration of claims presented under the policy; and loss and accident prevention advice which will improve the risk. For additional information, contact the Office of Risk and Insurance Management at (916) 376-5313 (CALNET 480-5313). Motor Vehicle Liability - (TT CODE 5799) Varies Varies Insured agencies will be charged a variable rate based on past actual accident and loss experience. For additional information, contact the Office of Risk and Insurance Management at (916) 376-5315 (CALNET 480-5315). Risk Management and Insurance Consulting - (TT CODE 5710) \$85.00 per hour \$85.00 per hour Risk management and insurance consulting projects may be contracted for through interagency agreement for extraordinary policy administration or for special services on risk, insurance and employee benefit problems. For additional information, contact the Office of Risk and Insurance Management at (916) 376-5315 (CALNET 480-5315). State Safety Training - (TT CODE 5730) \$950 per student \$950 per student The State Safety Training Program is a three week training course for departmental safety officers. It is a comprehensive program designed to assist the departmental safety officers in developing a firm technical background in safety. For additional information, contact the Office of Risk and Insurance Management at (916) 376-5313 (CALNET 480-5313). SCHOOL CONSTRUCTION INSPECTION see Regulation Services SHIPPING AND RECEIVING see Mail Services SITE ANALYSIS see Asset Planning & Enhancement SMALL BUSINESS AND DISABLED VETERAN BUSINESS ENTERPRISE SERVICES - (TT CODE 2830)

The Procurement Division provides stimulus and business information services to further participation in state contracting. A surcharge is placed on construction contracts and private architectural and engineering contracts

0.17% of dollar value.

0.16% of dollar value.

2002-2003 2003-2004

awarded by the Real Estate Services Division (RESD). Fees for goods and services purchased are already included in the Procurement Division rates.

For additional information, contact Procurement Division at the number listed after each service.

The following are services provided:

Business Utilization Plan

Certifies businesses to commit to sub-contracting three percent of their annual California business purchases and sub-contracts to the DVBE program. For additional information, call (916)375-4596 (CALNET 480-4596).

Small Business Certification

Certifies businesses eligible for the five percent small business preference. For additional information, call (916)375-4940 (CALNET 480-4940) or visit our website at www.dgs.ca.gov/osbcr.

Disabled Veteran Business Enterprise (DVBE) Certification

Certifies businesses eligible for the DVBE three percent contract participation goal. For additional information, call (916) 375-4940 (CALNET 480-4940) or visit our website at www.dgs.ca.gov/osbcr.

Small and Disabled Veteran Business Enterprise (S/DVBE) Participation Programs

Serves as a resource agency for information, training and consultation regarding state SB/DVBE contracting programs. *For additional information, call* (916)375-4596 (CALNET 480-4596).

Target Area Contract Preference Act (TACPA)

Serves as the TACPA certifying and resource agency. The TACPA stimulates state contracting opportunities in designated distressed areas. *For additional information, call* (916)375-4601 (CALNET 475-4601).

Enterprise Zone Act (EZA)

Serves as the EZA certifying and resource agency. The EZA stimulates state contracting opportunities in designated enterprise zones. *For additional information, call* (916)375-4601(CALNET 480-4601).

Local Agency Military Base Recovery Area Act (LAMBRA)

Serves as the LAMBRA certifying and resource agency. The LAMBRA stimulates state contracting opportunities in designated recovery areas. For additional information, call (916) 375-4601 (CALNET 480-4601).

Prompt Payment

Offers a prompt payment rubber stamp to certify Small Businesses and non-profit organizations, which alerts state agency accounting offices to pay invoices on a priority basis. For additional information, call (916) 375-4351 (CALNET 480-4351).

Training Services - State Agency, Training

A three-day course is offered to provide training on the state contracting programs at not cost. For additional information, call (916) 375-4329.

SOUND SYSTEMS AND EQUIPMENT

see Telecommunications Division

2002-2003 2003-2004

SPACE PLANNING

see Professional Services

SPECIFICATIONS

Architecture - see Professional Services Communication - see Telecommunications Division Procurement - see Purchasing Space Management - see Professional Services

STATE ADMINISTRATIVE MANUAL (SAM)

see Printing and Publishing Services

STATE EDUCATION ENHANCEMENT PROGRAM (SEEP)

see Learning Institute

STATIONERY

see Printing and Publishing Services – Business Forms and Stationery

STORACE

see Information and Records Management Services Warehouse Services

STRUCTURAL ENGINEERING

see Professional Services

SUPPLIES - MATERIALS MANAGEMENT - (TT CODE 6210)

Just-In-Time single source purchasing for general supplies, janitorial commodities, canned goods and standardized state forms.

For additional information regarding supplies and catalog, contact the Procurement Division, Office Supply/Customer Catalog Hotline (916) 928-5810.

SURPLUS PROPERTY

see Automobile Sales
Property Reutilization Services
Professional Services

SURPLUS PROPERTY FEDERAL - (TT CODE 6220, 6221)

Surplus Property Federal is available through Procurement Division, Surplus Hardware Program. All tax supported agencies and nonprofit, tax exempt, educational, public health, license approved or accredited organizations may purchase donated Federal Surplus Property.

For additional information, contact the Procurement Division, Surplus Property in Sacramento at (916) 928-4630 or in the Fullerton area at (714) 449-5900 (CALNET 666-5900).

TARGET AREA CONTRACT PREFERENCE ACT

see Small Business Certification and Resources

TELECOMMUNICATIONS DIVISION

Public Safety Radio Services

Radio Engineering - (TT CODE 5550)

\$93.00 per hour

\$93.00 per hour

2002-2003

PRICE

2003-2004

Radio engineering associated with a new and existing Public Safety and Public Service communication system includes system planning and design, site and coverage surveys, FCC licensing and frequency coordination, technical specification preparation, equipment evaluation and testing, installation, and modification engineering. Travel time associated with engineering work is charged at the hourly rate.

For additional information, contact the Telecommunications Division at (916) 657-9405 (CALNET 437-9405).

Radio Maintenance - (TT CODE 5550)

Equipment Installation and Modification:

Equipment installation, modification, and relocation. Travel time is charged at the hourly rate. Parts are additional.

Mobile Radio Equipment Installation/Removal (Flat Rate):

Installation/removal of mobile radios, undercover installations, Code 3 installations which include push bumpers, cages, shotgun racks, electronic sirens with or without lightbars, design prototype radio installs, scanning receivers, outside speakers, mobile vehicular chargers, and amplifiers. Travel time is charged at the hourly rate.

Radio Repair and Maintenance (Unit Rate):

Breakdown repair, preventive maintenance. FCC check, parts and travel included. Rates are based on equipment usage, type and age.

Emergency Repair (Hourly Rate):

Technician call-back for emergency repairs after normal working hours, weekends and holidays. Travel time is additional. (Minimum four hours charged per Department of Personnel Administration Rule 599.708).

For additional information, contact the Telecommunications Division at (916) 657-9418 (CALNET 437-9418).

Network Services

CALNET - (TT CODE 5450)

Services are provided under Master Contract CNT-001.

Equipment such as single-line and multi-line telephones, electronic business sets, key systems, and data service support are also provided as an option to agencies under Master Contract CNT-001.

For specific service, equipment, and rate information refer to the CALNET contract on the DGS-TD web site at www.td.dgs.ca.gov

Telecommunications Consulting - (TT CODE 5450)

Services are provided under DGS-TD Contract DGS 6023.

For additional information, contact the Telecommunications Division at (916) 657-9974 (CALNET 437-9974).

Payphone Services - (TT CODE 5450)

Services are provided in California under the following contracts:

*Verizon Territory – TD-ONS-2

*All other Territories (MCI Worldcom Communications Inc) – TD-ONS-1

For additional information, contact the Telecommunications Division at

\$88.00 per hour \$88

\$88.00 per hour

Estimates available upon request.

Estimates available upon request.

Estimates available upon request.

Estimates available upon request.

\$88.00 per hour

\$88.00 per hour

2002-2003 2003-2004

(916) 657-9974 (CALNET 437-9974).

State Telephone Directory - (TT CODE 5440)

State Telephone Directories may be bulk ordered prior to publication at a reduced rate by contacting the State Telephone Directory Coordinator, (916) 657-9485 (CALNET 437-9485). Counter and mail order sales may be purchased through the Documents & Publications Unit, Procurement Division, (916) 928-4630.

System Design and Specifications - (TT CODE 5440)

Encompasses the system review, design, development of technical specifications, technical bid reviews, equipment evaluations, and implementation coordination.

System Engineering and Consulting - (TT CODE 5440)

Telephone and data system engineering and consulting services are provided for more complex projects. Some specific consulting fields are: building wiring, telephone system design, data network design, and other areas upon request.

For additional information, contact the Telecommunications Division at (916) 657-9755 (CALNET 437-9755).

TRACTORS - REPAIR SERVICE

Local Inspectors of Automotive Equipment are available for consultation. Contact the Office of Fleet Administration (916) 327-2083 (CALNET 467-2083).

TRAINING, CONTRACTS

see Contracts and Other Documents

TREE MAINTENANCE

see Building & Property Management

TYPEWRITER REPAIR

see Office Machine Repair Service

UPGRADES, COMPUTER

see Office Machine Repair Service

VAULT SERVICES

see Professional Services

WAREHOUSE - BUILDING PROGRAM

see Asset Planning & Enhancement Project Management

WAREHOUSE PLANNING

see Professional Services

WAREHOUSE SERVICES - (TT CODE 6212)

Transit Storage: Low cost, temporary storage of new or used office furniture, equipment items and bulk commodities. Rate includes receiving, storage and pick-up and delivery in the Sacramento area.

For storage information, contact Procurement Division in Sacramento (916) 928-5839 or in Fullerton (714) 449-5937 (CALNET 666-5937).

\$93.00 per hour \$93.00 per hour

\$93.00 per hour \$93.00 per hour

\$0.11 per cu. ft. per month

(\$5.00 Minimum).

\$0.11 per cu. ft. per month

(\$5.00 Minimum).

2002-2003 2003-2004

WINDOW CLEANING

see Building & Property Management